

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION



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DECISION MEMO ACTIONS OF SPECIAL NATURE

MISC Firewood Science Advisory Panel Technical Support

April 2022

Melinda Wilkinson, Primum Terrae LLC

Missoula, MT

Missoula County

PURPOSE AND NEED

This contract is for professional services. The products anticipated include a summary of written responses to questions posed to panelists, an agenda for the meeting scheduled on May 3-4, 2022, notes from the meeting and all follow up discussions, and a key findings document. This contract includes in-person facilitation of the meeting and participation in associated discussions and events on May 3-4, 2022 related to the Firewood Science Advisory Panel. All notes, interview summaries, videos, and other products will be provided to MISC.

Expenses: Hourly contractor rate for all work, communications, and time spent directly related to this project is \$50/hour. Other expenses anticipated include airfare, compliance fees with the Montana Secretary of State, and business insurance if specified by the contracting agency. Payment will be requested in total on satisfactory completion of the described work.

March-April 2022 – Meet with the SAP, develop a final list of questions for the panelists and send via email. Summarize responses and identify areas of discussion for the agenda.

April 2022 – Develop and finalize the agenda with oversight from MISC SAP committee members.

May 3-4 2021 – Facilitate the in-person Firewood SAP and summarize the discussions.

May 2022 – Draft key findings document and review with the committee. Deliver all associated documents

Montana Firewood Science Advisory Panel Facilitation

	March 2022 - June 2022			Total
Personnel			\$	3,800
	Lead	Hours	76	
	Assistants		0	
Travel			\$	813
Equipment			\$	-
Supplies			\$	-
Contractual			\$	-
Other			\$	362
	Total		\$	4,975

Explanation of the decision(s) that must be made regarding the proposed action (i.e. approve grant or loan and provide funding):

DNRC will approve the grant to provide funding for the MISC Firewood Science Advisory Panel Technical Support Project.

DNRC is not required to prepare an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) for actions that qualify for a CATEGORICAL EXCLUSION (ARM 36.17.614) or justified by a PROGRAMMATIC REVIEW; or are ACTIONS OF A SPECIAL NATURE (ARM 36.2.523(5)); or are EMERGENCIES (ARM 36.2.539). These actions are subject to review for EXTRAORDINARY CIRCUMSTANCES that would require an EA or an EIS.

ACTIONS OF SPECIAL NATURE (ARM 36.2.523)

☒ Administrative actions: routine, clerical or similar functions of a department, including but not limited to administrative procurement, contracts for consulting services, and personnel actions.

☐ Minor repairs, operations, or maintenance of existing equipment or facilities.

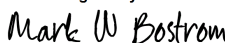
☐ Investigation and enforcement: data collection, inspection of facilities or enforcement of environmental standards.

☐ Ministerial actions: actions in which the agency exercises no discretion, but rather acts upon a given state of facts in a prescribed manner.

☐ Actions that are primarily social or economic in nature and that do not otherwise affect the human environment.

The project listed above meets the definition of Actions of a Special Nature, Categorical Exclusion or Programmatic Review including specified conditions and Extraordinary Circumstances.

Prepared By:	Name:	Emily Moran	Date: 4/1/2022
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Approved By:	Name:	Mark Bostrom
	Title:	CARD Division Administrator
Signature:	<div><div>DocuSigned by:</div><div></div></div> <div>Date: 4/5/2022 12:21:20 PM MDT</div>	